Q USER GUIDE

Welcome to Q, Viacom's dedicated cue sheets platform! Here, you can create cue sheets for your shows and submit them to your Creative Music Strategy contact for their review:

For all questions (including Q training) please contact:
Jen Schwartz| Jen.Schwartz@mtvstaff.com

If you're unsure who to submit your cue sheet to:
Please contact production for your Creative Music Strategy Approver

Below, you will find a quick introduction to your dashboard, a summary of the cue sheets creation process, a detailed step-by-step guide, and additional functions. Please message your Creative Music Strategy contact if you have any additional questions.

CUE SHEET CREATION OVERVIEW

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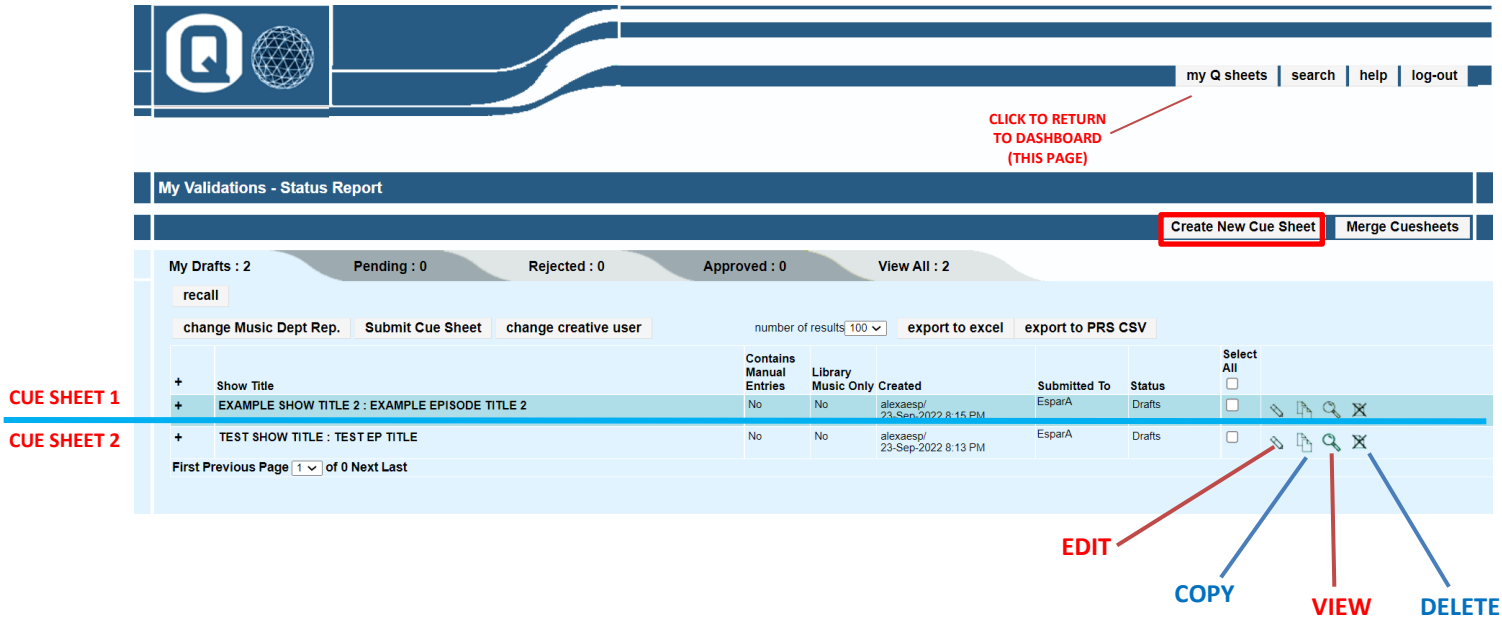
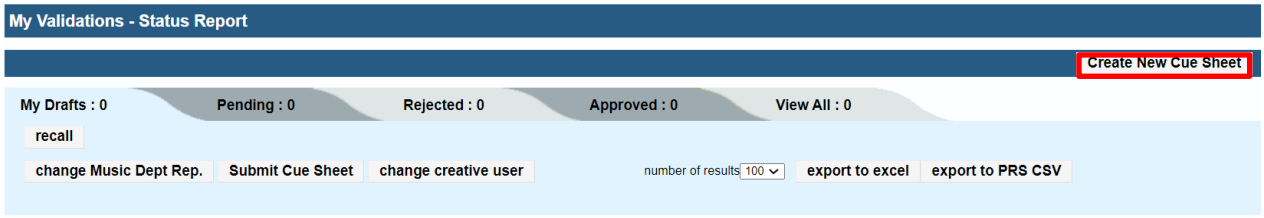
Please continue to Page 2 for detailed steps

YOUR DASHBOARD, AT A GLANCE



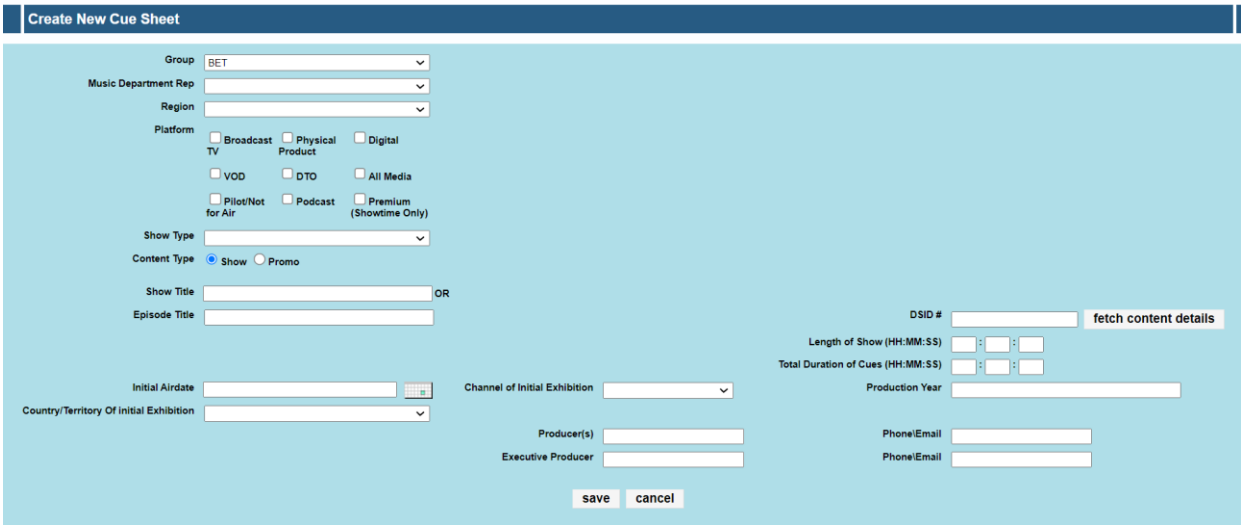
CREATE YOUR BLANK CUE SHEET

1. **Click on "Create New Cue Sheet".**



2. **Fill in your header.**

Please fill in everything below:



If you have a DSID number, please enter it into the DSID # field. Clicking "fetch content details**" will automatically fill out most of the header information (if any is available). Length of Show should be 60 minutes for an hour show and 30 minutes for a half hour show. If you do not have a DSID number, please reach out to production to get it prior to submitting. If your project doesn't have a DSID number, you can leave this blank.

ALL cue sheets need an airdate!

If this is an All Media, Evergreen, and/or Rescore version of your show, please note Evergreen, All Media, or Re-score in the episode title.

ADD CUES

1. **SEARCH BY CLICKING "ADD MUSIC FROM DB"**

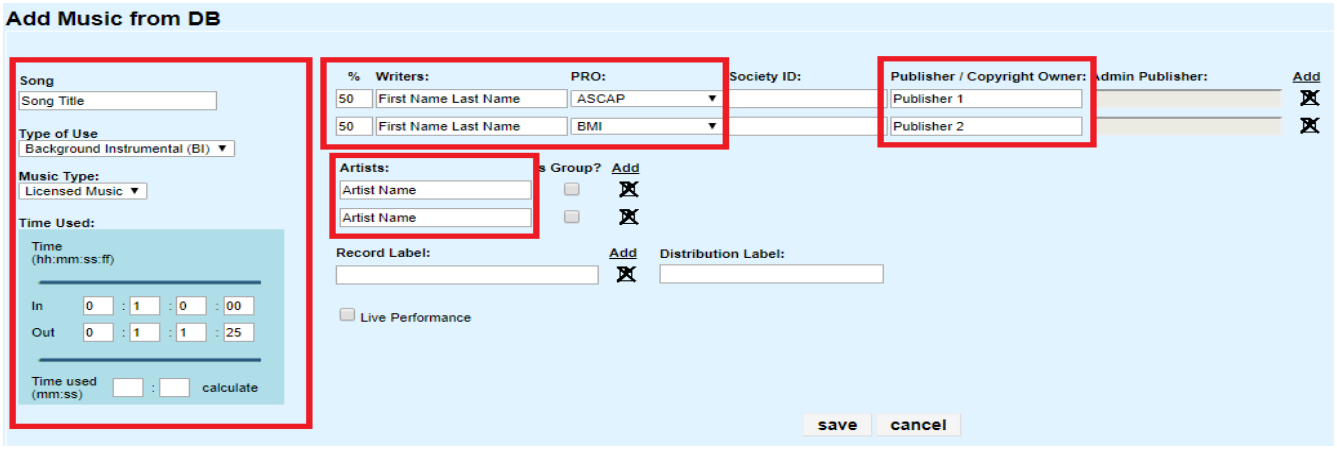
   For Legacy Paramount shows, any music composed for a show *must* be submitted to your cue sheet contact for vetting ahead of time via a Schedule B. Once your submitted Schedule B is approved, you may search for your cue in the database.

   All music sourced from the Viacom Music Library should already be in Q. If a song isn't coming up, please **DO NOT** manually enter it. Reach out to Jen Schwartz and she will advise on next steps. Manual entries (step 2) should only be used for music specifically licensed for your show. For fastest results, please search using "**Contains**" to pull up more potential cues. **Please UNCHECK Unapproved Manual Entries before searching.**

2. If there is a Music Video entry for the song, **please choose that entry. Exceptions** - the version used isn't by the artist noted on the Music Video or it's a Visual Vocal by someone other than the artist noted on the Music Video Version in which case you may need to create a manual entry or use the Clone feature **(ONLY USE IF THE DIFFERENCE IS THE ARTIST).**

   a. **CREATE MANUAL ENTRIES FOR LICENSED MUSIC**

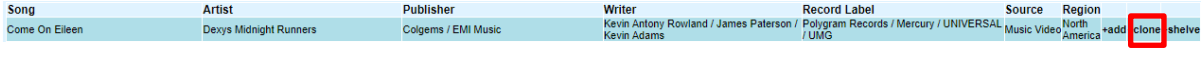
   If you are unable to find the cue you are looking for and it **DID NOT** come from the VML, create a manual entry (you must first search for your cue—This step is in place to prevent duplicate versions). Each writer must have a PRO and Pub - no pub can be longer than 65 characters (If adding the admin pub, please make sure it's added as a c/o after the subpub and not a o.b.o. before. If the PRO is the same as the writer, please leave it off this section).



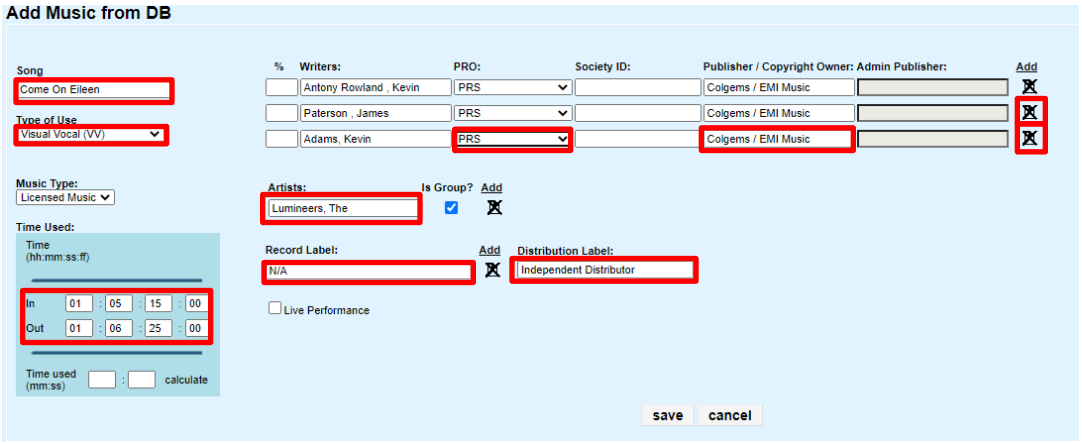
Everything boxed in red above ***must*** be filled out for the cue to save. Each writer must be in its own line and match up with a publisher and PRO - 1 writer per line matched with a PRO and Pub!

   b. **How to Clone an entry** - ONLY USE IF CHANGING THE ARTIST.

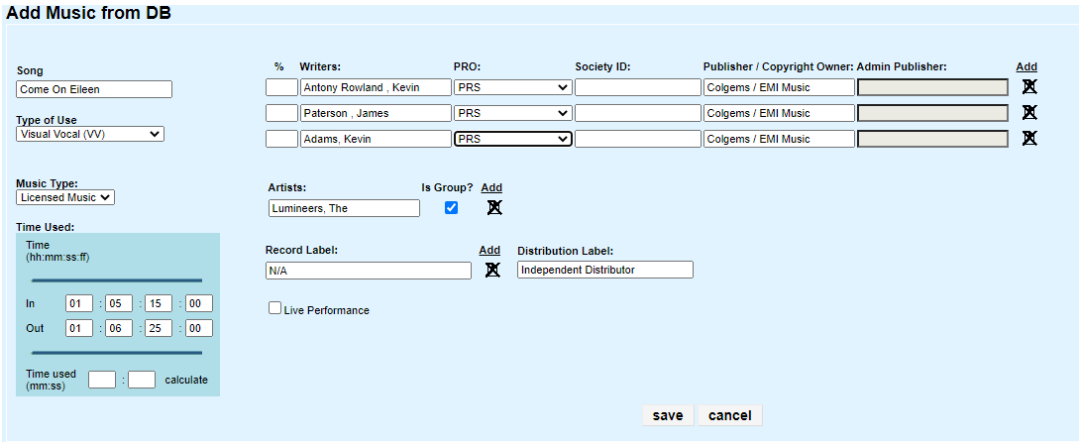
      i. Search the database for the song and hit the clone button:



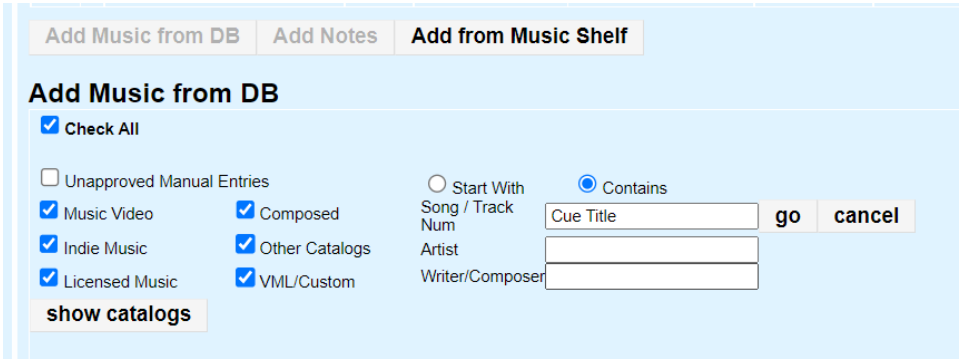
      ii. It will bring up the below. You will need to change the Type of Use, Music Type, In and Out Timecodes, Artists, and Label. Please note when using this function, you will also have to adjust the writer/PRO/pub info so each writer matches a PRO and Pub, and so no PRO or pub is in a line without a writer:


Add Music from DB
Song
Come On Eileen
Type of Use
Visual Vocal (VV)
Music Type:
Licensed Music
Time Used:
Time (hh:mm:ss:ff)
In 01 : 05 : 15 : 00
Out 01 : 06 : 25 : 00
Time used (mm:ss) calculate
% Writers: PRO: Society ID: Publisher / Copyright Owner: Admin Publisher: Add
Antony Rowland , Kevin PRS Colgems / EMI Music
Paterson , James PRS Colgems / EMI Music
Adams, Kevin PRS Colgems / EMI Music
Artists: Is Group? Add
Lumineers, The
Record Label: Add Distribution Label:
N/A
Independent Distributor
Live Performance
save cancel

iii. Once adjusted, your entry will look like the below. You can hit save and it will add the song to your cue sheet:


Add Music from DB
Song
Come On Eileen
Type of Use
Visual Vocal (VV)
Music Type:
Licensed Music
Time Used:
Time (hh:mm:ss:ff)
In 01 : 05 : 15 : 00
Out 01 : 06 : 25 : 00
Time used (mm:ss) calculate
% Writers: PRO: Society ID: Publisher / Copyright Owner: Admin Publisher: Add
Antony Rowland , Kevin PRS Colgems / EMI Music
Paterson , James PRS Colgems / EMI Music
Adams, Kevin PRS Colgems / EMI Music
Artists: Is Group? Add
Lumineers, The
Record Label: Add Distribution Label:
N/A
Independent Distributor
Live Performance
save cancel

3. *Please note that "Add from Music Shelf" is not functional and should not be used.*



CHECK AND SUBMIT YOUR CUE SHEET

Before submitting (to submit you need to hit the submit button), look over your cue sheet. Has it passed this checklist?

- **a.** Does your cue sheet have a Main Title (**MT**), (**OPEN**), End Title/Theme (**ET**)? Is the usage code correct?
- **b.** Does the duration of your cues exceed your show length?
    - i. If you've confirmed the timecodes are correct, you can submit with this warning.
- **c.** Are all your cues marked as **MT**(main title), **ET**(end title), **BI**(background instrumental), **BV**(background vocal), **VV** (visual vocal), or **VI** (visual instrumental)? Usage codes such as "Background" and "Feature" are for international use only.

ADDITIONAL FUNCTIONS

1. COPYING CUES

You can use the Copy Cue function to clone a cue that appears multiple times in your cue sheet.

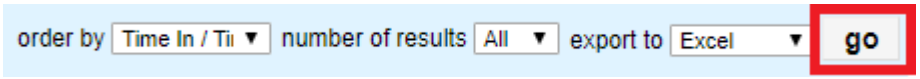
However, please remember to edit the timecode (and usage type if necessary).

2. REPLACING CUES

When you click the Replace function, you will be prompted to search for a new replacement cue. The usage type and timecodes will carry over.

3. EXPORTING CUE SHEETS TO EXCEL

You can export your cue sheets into Excel, but Q will not let you import Excel sheets into Q.



FAQ

Q: The series I am working on has A/B carts. Should I be submitting in the full episode, or in the A and B versions?
A: Please submit the A and B versions.

Q: I am creating a cue sheet for a special 999 episode, but it also exists in its two separate parts as 101 and 102. Must I create cue sheets for their separate halves as well as the full special?
A: Please submit the full special as well as the two separate parts.

Q: Do you submit cue sheets to the Performing Rights Organizations (PROs) via Q?
A: Yes, once your cue sheet is approved, it is automatically sent off to the PROs.

Q: Does my cue sheet need a DSID?
A: While most productions do have a DSID, there are exceptions. If you are unsure if your project has one, please check with your Creative Music Strategy contact before submitting your cue sheet.

Q: How do I make sure my cue sheet has been submitted for review and approval?
A: You need to click the Submit button to submit. This will change the status from Drafts to Pending.